



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION UNIT
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
WEST POINT, NEW YORK 10996-1197

REPLY TO
ATTENTION OF:

MCUD-WTU

2 December 2010

MEMORANDUM FOR Personnel Assigned/Attached to Warrior Transition Unit, West Point, New York 10996

SUBJECT: Policy Memorandum #11, Barracks Standard Operating Procedures (SOP)

1. **Purpose:** To establish policies and procedures governing occupancy, cleanliness, maintenance, and responsibilities associated with unit barracks.
2. **Scope:** This SOP is a guideline and reference for personnel assigned and/or attached to Warrior Transition Unit (WTU), West Point and residing in WTU barracks.
3. **Authority:** This SOP sets forth the Company Commander's policy concerning the proper utilization of WTU barracks. Any violation of this SOP may be the basis for punitive action under the Uniform Code of Military Justice (UCMJ) or other disciplinary action.
4. **Responsibilities:**
 - a. Commander. Establish policy and set standards.
 - b. First Sergeant.
 - (1) Ensure compliance with established policy and standards.
 - (2) Conduct periodic barracks inspections to ensure that the upkeep, general cleanliness, safety, and fire hazards, crime prevention, and energy conservation are in compliance with appropriate regulations.
 - c. Platoon Sergeant/Squad Leader/Section leader.
 - (1) Conduct periodic billets checks to ensure the occupants are maintaining their living areas and common use area as per the guidelines of this SOP.
 - (2) Ensure that newly assigned personnel read and follow this SOP.
 - (3) Ensure that nameplates are current on the room doors.
 - (4) Keep the Barracks NCO/Assistant Barracks NCO informed of personnel not available for clean-up (TDY, leave, pass, etc.).
 - (5) Ensures personnel assigned clean-up duties are performing the detail to standard.

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b. WTU Soldiers are not allowed to consume or possess alcoholic beverages in the billets per the direction of the MEDCOM Commander.

10. Visitation.

a. Soldiers may have visitors of either gender in their barracks rooms from 1700 to 2400 on duty days and from 1200 to 2400 on non-duty days. Visitors are prohibited during other times. Overnight visitation is unauthorized. There are NO exceptions to this policy. ALL VISITORS MUST SIGN IN WITH THE CQ.

b. Military members are totally responsible for their guests and must escort them in and out of the building. Soldiers must be considerate to roommates while entertaining guests.

11. SAFETY AND FIRE PREVENTION:

a. Hot plates, coffeepots, toasters, electric skillets, popcorn poppers and other cooking devices are not permitted in the billets. Microwave ovens are allowed only if they are plugged directly into the wall outlet and not an extension cord. Irons, curling irons, and hair dryers are allowed but must be unplugged when not in use and not left unattended while plugged in. Extension cords will not be routed under carpets or across walking areas. Only surge protected extension cords are allowed for use in the billets. Air conditioners are unauthorized. Use fans for cooling.

b. Burning of candles or incense is not allowed in the billets.

c. Smoking is not allowed in the barracks. Smoking is allowed only in the designated smoking areas outside the building. Failure to comply with this order will result in you paying to replace smoke damaged furniture and re-painting of the room.

d. Do not store flammables in the billets (i.e., paint thinner, gasoline, etc.).

e. No items will be set-up in the rooms that may present a hazard by tipping, falling, or in any way impeding quick exit of the room in an emergency.

f. In case of fire and/or fire alarm, all persons in the billets will immediately exit the building. The regrouping area for accountability is the large parking lot, which borders the barracks.

12. Absences.

a. All personnel going on leave, TDY, or in the hospital for over 30 days will have their Section NCO inventory and secure all personal items in the Soldier's wall locker or supply room.

b. All personnel going on leave, TDY, or in the hospital for 5-30 days will secure all high value items in their wall locker.

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i. Furniture may be arranged in any safe manner that suits the Soldier's needs. Civilian furniture is authorized, however you will be required to keep all government issued furniture in your room as well.

j. Fish are the only authorized pets in the barracks.

k. Smoking is prohibited inside and within 50 feet of the barracks.

7. Security.

a. Keep doors to individual rooms locked at all times. Lock wall lockers and chests when individuals are not in the room or while sleeping. Inventory high dollar items on a DA Form 4896.

b. Post one copy of DA Form 4986 (High Dollar Item Sheet) on the inside of the door and turn one copy in to your squad leader. It is the squad leader's responsibility to ensure that the DA Form 4986 is distributed, kept current, and updated as necessary. A high dollar item is one with a value of \$50.00 or more.

c. Secure all money, coins, stamps, jewelry, small items, and blank checks when individuals are not present in the room. Also secure prescription drugs. Properly dispose of expired prescription drugs by flushing them down the toilet.

d. Soldiers may keep bicycles in the barracks room if space permits, or they may be chained to a rack outside. Do not store bicycles in the stairwells.

e. Immediately report any missing items or theft to the section NCO and first sergeant, who will then notify the military police.

f. Mail boxes:

(1) Are assigned by the Medical Company PAC section.

(2) Keep mailboxes locked at all times, except when individuals are checking their mail.

(3) Personnel must inform the Medical Company PAC section of any extended absence (leave, pass, TDY, etc.). This will prevent mail build-up in the box and possible theft.

8. Work orders.

a. Turn in all normal work requests to the logistics section or your squad leader. Attach a 3x5 card with the work request number and date turned in to the item needing repair. Remove the card after the repair.

b. Report emergency work requests to the logistics section or squad leader during duty hours or by informing the Charge of Quarters (CQ) NCO during non-duty hours.

9. Drugs and alcohol.

a. Prescription drugs and over the counter medicines are allowed in the billets; however, no other drugs are allowed at any time.

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d. Barracks NCO.

- (1) Maintain and posts clean-up rosters.
- (2) Ensure cleaning supplies are available by coordinating with the supply room for all needed items (this should be done at least once a week).
- (3) Inform 1SG of "no shows" for clean-up and administers the proper corrective training.

e. Individual occupants. Ensure the barracks rooms are maintained to the standards set forth in this SOP.

5. In and out processing: Soldiers and geographical bachelors who need a room assignment will coordinate through the logistics section during in-processing. During that time, the Soldier signs for a room and key. The senior room occupant then signs for furniture through the logistics section. Any damages to the room or furniture will be annotated on the DA Form 2062. To out-process, the room will be checked for cleanliness and damages. If damages are found, the individual will be held responsible. Individuals must turn in the room key to logistics before the First Sergeant will sign clearance papers. The Squad Leader ensures that the Soldier's room is clean before turning in the key.

6. Room conditions.

- a. Keep each room clean, neat, and free of clutter. Empty trash when the trash can is full and sort recyclables into appropriate bins in the supply area.
- b. Make beds up daily. Civilian sheets, blankets, and bedspreads may be used; however, military bedding is available through the supply room. Coordinate linen exchange through the logistics section.
- c. Sweep, mop and buff floors as needed. Do not allow dirt and dust to accumulate in the corners or under furniture. Strip floors as needed to prevent build up of wax.
- d. If you have TA-50 in the room, it is to be stored in a neat and orderly fashion. TA-50, if exposed in the room, should be locked in a marked duffel bag.
- e. Do not display photos or posters depicting pornography, profanity, drugs, drug use, or drug paraphernalia. All other pictures may be displayed as long as nails or other items that may damage walls are not used. Do not affix "bumper stickers" or similar items to furniture, walls, or doors.
- f. Storing of card board boxes in the rooms is unauthorized. A storage area is available to store empty boxes and items not needed for daily use. Coordinate through the logistics section to obtain a storage cage.
- g. Keep refrigerators clean at all times. Store open foods in airtight containers to prevent spoilage. Defrost freezers as needed to prevent no more than 1/2 inch of ice build up. Wash dishes, cups, and eating utensils immediately after use. Store food properly and do not display it all over the room.
- h. Occupants of adjoining rooms will coordinate for an agreement on keeping the bathroom area clean.

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b. Switchblades, brass knuckles, chains, pipes, gas pistols, knives with blades over 3 inches, (with exception to cooking utensils), ammunition, num-chucks, and any other weapon are strictly forbidden from possession.

14. Inspections.

a. Normal walk-through inspections may be conducted at any time during duty hours to ensure compliance with this SOP. At no time will rooms be inspected without another person present.

b. Health and welfare inspections may be conducted at any time, day or night to ensure the health and welfare of all billets occupants. Health and welfare inspections will help to:

(1) Discover and correct conditions existing in the barracks, which could result in physical injury or promote the spread of diseases.

(2) Curb the possession of unauthorized controlled substances such as illegal drugs.

(3) Confiscate any weapons that are unauthorized in the barracks.

(4) Recover government items such as tools and equipment.

(5) Consolidate Prescription medication quantities.

15. Common area cleanup. The barracks NCO will supervise cleanup details and ensure that the common areas are clean with the assistance of the squad leaders/platoon sergeants. All floors, to include stairwells, will be swept and mopped each duty day by 0900. On weekends/holidays floors will be swept and trash emptied by 0900.

16. The point of contact for this memorandum is the company First Sergeant at (845) 938-0264.



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Commanding

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